



LEHI CITY POSITION OPENING *OFFICE RECEPTIONIST I*

CLOSING DATE: March 20, 2014 by 5:00 PM

SALARY RANGE: \$9.84 - \$11.31, DOQ with starting pay at \$10.57/hour

STATUS: Part Time

NUMBER OF AVAILABLE POSITIONS: 1

DEPARTMENT: Administration

WORK SCHEDULE: Mon-Thur, 12:30 PM – 6:00 PM

SUMMARY JOB DESCRIPTION: Performs a variety of working-level reception duties as needed to expedite the receiving and processing of telephone communications and first-level public contact with the general citizenry and customers. Also will assist in various clerical duties, as assigned.

MINIMUM REQUIREMENTS: Graduation from High School or equivalent; two (2) years of general work experience preferred; must be able to type 35 wpm; must possess a current, valid Driver's License, and have a good driving record; the successful candidates will be required to pass a pre-employment drug screen and will be subject to random drug testing. *Preference will be given to qualified current Lehi City Employees.*

APPLICATIONS: Each applicant is required to turn in a Lehi City application, a one-page resume and copies of applicable certifications to Human Resources. Only applications from candidates that meet the above qualifications will be accepted.

NOTE: A complete list of essential functions and minimum requirement of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.